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20 March 1968

MEMORANDUM FOR: Chief, DSG

SUBJECT: Photographic Enclosures to DIA Reports

1. Prior to the reorganization ground photography enclosures to DIA reports were not accessioned in the GR manual files. All such enclosures were placed on display in GR for one week and given to any Agency analyst who wanted them.

2. ISG felt that this procedure was unwise because some of the best photography on military subjects was not being accessioned. Therefore, we decided that, although we were going to be more selective overall in accessioning photographs, we should review the DIA material and choose the most important items for our files. DPSD was asked to send the enclosures to the area divisions after they had been on the panel (but before they were sent to other Agency offices) and the ISG area divisions were instructed to begin reviewing the DIA enclosures.

3. Several problems have developed:

- (a) It appears that when an analyst in another office looks at an enclosure on the panel and decides he wants it, DPSD sends the enclosure directly to him without sending it to ISG first.
- (b) The ISG area divisions receive and read the cover reports twice--once on direct dissemination from ADD and once a week later (if the report does not go to another office) from the panel in DPSD.
- (c) There is a delay of at least a week in our being able to accession the material.

DIA review(s)
completed.

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- 2 -

4. It is requested that you instruct ADD to send DIA cover reports with their photographic enclosures directly to the appropriate ISG area divisions and not directly to DPSD. The ISG area divisions will send any enclosures that they do not accession to DPSD for the DIA panel and the ones that are accessioned will be available on the CIA panel or if DPSD desires on the DIA panel.



Chief, Information Services Group

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